

Redmond Community Center at Marymoor Village



Facility Rental Guide

6505 176th Ave NE
Redmond, WA
98052

Hours of Operation:
Mon-Fri 6am - 9pm
Saturday 7:30am - 3pm
Sunday 8am - 1pm

FACILITY OVERVIEW

ADDRESS: 6505 176th Ave NE Redmond, WA 98052

PHONE: 425.556.2300

EMAIL: GuestServices@redmond.gov

PARKING SPOTS: 75

WEBSITE: redmond.gov/community-center

SQUARE FOOTAGE: 20,000

MEETING ROOMS: 5

DANCE/MULTIPURPOSE ROOM: 2

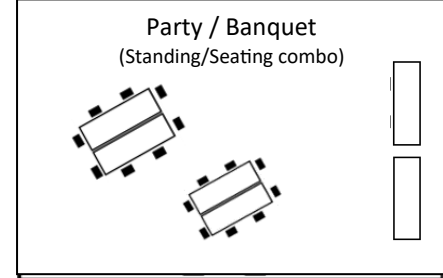
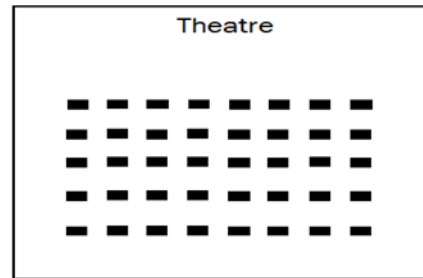
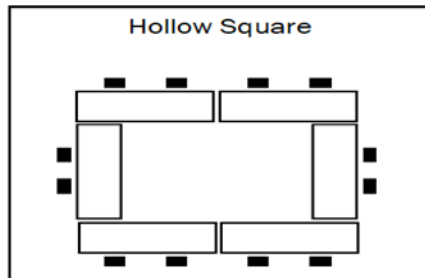
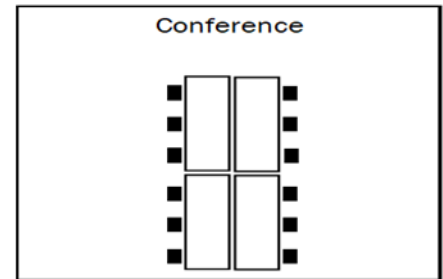
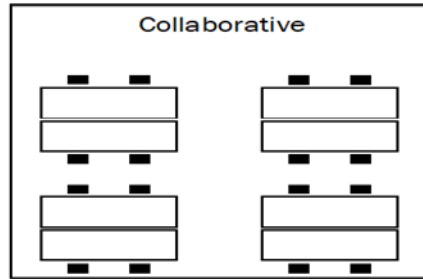
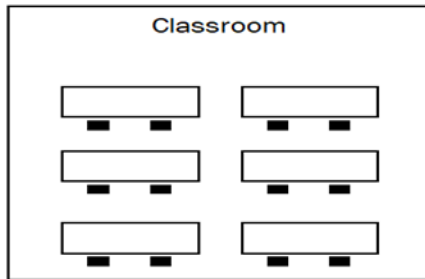
STADIUM-STYLE LECTURE HALL 1

FITNESS CENTER 1,355 square feet



Room Rental Capacities: All rooms are subject to rental capacities, which are dependent upon the setup of the room and number of tables and chairs. Room rental capacities and room layout options are available on the following page.

ROOM LAYOUT OPTIONS



ROOM CAPACITIES (capacities include total adults and children combined)

Room	Classroom	Collaborative	Conference	Hollow Square	Theatre	U Shape	Party / Banquet	Food ¹	Hourly Rate
116 (850 ft ²)	30 max capacity for dance/fitness/standing activities \$15 staffing fee to bring in a max of 30 chairs & 10 tables.						30	+\$35 impact fee	\$35 (R) ² \$42 (NR) ²
117 (280 ft ²)	12	8	12	10	15	6	-	+\$35 impact fee	\$35 (R) \$42 (NR)
124 (471 ft ²)	20	12	18	12	20	12	30	+\$35 impact fee	\$35 (R) \$42 (NR)
Lecture (1700 ft ²)	85	-	-	-	-	-	-	+\$35 impact fee	\$60 (R) \$72 (NR)
202 (1083 ft ²)	52	50	45	45	60	30	50	+\$35 impact fee	\$35 (R) \$42 (NR)
203 (1083 ft ²)	50 max capacity for dance/fitness/standing activities \$15 staffing fee to bring in a max of 50 chairs & 15 tables						50	+\$35 impact fee	\$35 (R) ² \$42 (NR) ²
204/206 (556 ft ²)	24	24	20	20	24	16	-	+\$35 impact fee	\$35 (R) \$42 (NR)

¹ Serving food or beverage other than water incurs a \$35 per day, per room impact fee. All served food must be consumed within the room, no red or purple dyes in food or beverages, and no cooking devices such as grills or griddles.

² A preparation fee of \$15 is added to each room when tables and chairs are brought in.

Note: All rooms require a two hour rental minimum; extra staffing fees apply outside of normal hours of operation

ROOM 116

Room 116 is 850 square feet and is located on the ground level offering a light, bright, and open space. The specialized flooring offers flexibility from dance to meetings to parties and/or gatherings.



Room Details:

- Window view of Marymoor Park
- Ground Level
- Mounted mirrors, with ballet bar
- Perfect for dancing, potlucks, gatherings, and celebrations

Rate Type	Fee
Resident	\$35/hr*
Non-Resident	\$42/hr*
Add on Service	Fee
Portable Whiteboard (dual-sided)	No additional cost
Portable Podium	No additional cost
Food & Beverage Impact Fee	\$35
Portable screen & projector	\$10
Portable 55" LCD TV	\$10

Layout Options	Capacity (total people)
Classroom	12
Collaborative	12
Conference	18
Hollow Square	20
Theatre	18
U Shape	20
Party/Banquet	30

* \$15 preparation fee is added to total rental price in order to move tables and chairs in and out of room.

ROOM 117

Room 117 is 350 square feet and is located on the ground level with a window view of Marymoor Park.



Room Details:

- Window view of Marymoor Park
- Ground Level
- 15 Stackable Chairs
- 6, 5-foot Flexible tables on wheels

Rate Type	Fee
Resident	\$35/hr
Non-Resident	\$42/hr
Add on Service	Fee
Food & Beverage Impact Fee	\$35
Portable screen & projector	\$10
Portable 55" LCD TV	\$10

Layout Options	Capacity (total people)
Classroom	12
Collaborative	8
Conference	12
Hollow Square	10
Theatre	15
U Shape	6

ROOM 124

Room 124 is 475 square feet and is located on the ground level with a window view of Marymoor Park and specialized flooring to accommodate parties, gatherings, and activities.



Room Details:

- Window view of Marymoor Park
- Ground Level
- 30 Stackable Chairs and 10 5-foot tables on wheels
- Mounted whiteboard
- Perfect for potlucks, gatherings, and celebrations

Rate Type	Fee
Resident	\$35/hr
Non-Resident	\$42/hr
Add on Service	Fee
Portable Podium	No additional cost
Food & Beverage Impact Fee	\$35
Portable speaker/sound system	\$10
Portable 55" LCD TV	\$10

Layout Options	Capacity (total people)
Classroom	20
Collaborative	12
Conference	18
Hollow Square	12
Theatre	20
U Shape	12
Party/Banquet	30

LECTURE HALL

The Lecture Hall is 1200 square feet on the ground level with stadium seating for up to 85 people.



Room Details:

- Ground Level
- 85 chairs and static tables
- Large drop-down projection screen built in
- 3 large mounted whiteboards
- Built-in podium
- Great for film screenings, large meetings, or workshops

Rate Type	Fee
Resident	\$60/hr
Non-Resident	\$72/hr
Add on Service	Fee
Food & Beverage Impact Fee	\$35
Portable projector	\$10
Portable speaker/sound system	\$10

Layout Options	Capacity (total people)
Stadium style lecture hall	85

ROOM 202

Room 202 is 1,083 square feet and is located on the second floor of the community center. The room features a state-of-the-art laser projector and flexible furniture and is ideal for large meetings.



Room Details:

- 123" Projection Screen
- Ultra HD LCD Projectors - ceiling-mounted
- Torsion on the Go! Nesting Chairs with 1.75" of fabric
- Hurry Up! 5-foot rectangle tables
- Highly configurable space
- Second floor, elevator access
- Mounted whiteboard

Rate Type	Fee
Resident	\$35/hr
Non-Resident	\$42/hr
Add on Service	Fee
Portable Podium	No additional cost
Food & Beverage Impact Fee	\$35
Ultra HD LCD Projector	\$10
Portable 55" LCD TV	\$10

Layout Options	Capacity (total people)
Classroom	52
Collaborative	50
Conference	45
Hollow Square	45
Theatre	60
U Shape	30
Party/Banquet	50

ROOM 204/206

Rooms 204/206 are 556 square feet each and are located on the second floor of the community center. These rooms are ideal spaces for meetings, workshops, or corporate events.



Room Details:

- 123" Projection Screen
- Ultra HD LCD Projectors- ceiling-mounted
- Torsion on the Go! Nesting Chairs
- Hurry Up! 5-foot rectangle tables
- Highly configurable space
- Mounted whiteboard

Rate Type	Fee
Resident	\$35/hr
Non-Resident	\$42/hr
Add on Service	Fee
Food & Beverage Impact Fee	\$35
Ultra HD LCD Projector	\$10
Portable 55" LCD TV	\$10

Layout Options	Capacity (total people)
Classroom	24
Collaborative	24
Conference	20
Hollow Square	20
Theatre	24
U Shape	16

ROOM 203

Room 203 is 1,083 square feet and is located on the second floor of the community center. This room features mounted mirrors and is an ideal space for dancing and social gatherings.



Room Details:

- Windows providing plenty of natural lighting
- Second floor, elevator access
- Mounted mirrors
- Perfect for dancing, potlucks, gatherings and celebrations

Layout Options	Capacity (total people)
Classroom	30
Collaborative	30
Conference	30
Hollow Square	30
Theatre	50
U Shape	30
Party/Banquet	50

* \$15 preparation fee is added to total rental price in order to move tables and chairs in and out of room.

Rate Type	Fee
Resident	\$35/hr*
Non-Resident	\$42/hr*
Add on Service	Fee
Portable Whiteboard	No additional cost
Food & Beverage Impact Fee	\$35
Portable screen & projector	\$10
Portable 55" LCD TV	\$10
EyePlay Interactive Video Playground	\$50

RENTAL POLICIES

TO CHECK RENTAL AVAILABILITY:

- Call 425.556.2300
- Email GuestServices@redmond.gov

TO SECURE YOUR RENTAL:

All bookings must be secured in person by coming into the Redmond Community Center during our Hours of Operation.

HOURS OF OPERATION

Monday - Friday: 6am-9pm

Saturday: 7:30am-3pm

Sunday: 8am-1pm

EXTENDED HOURS

Rentals may be booked to take place outside of the Community Center operating hours for an extra fee and are subject to approval. Please contact the Guest Services team at least 30 days in advance to make a request.

FEES & PAYMENTS

Rental fees follow the hourly rate chart on Page 3 with the addition of the following considerations:

- Setup and cleanup of each event must occur during the reservation period. In the event that you exceed your rental time, you will be charged two times (2x) the standard hourly rate applied in 15-minute increments
- A \$10 administrative process fee is charged to all rentals at time of booking
- Rentals outside of operating hours are charged an additional \$15/hour staffing fee
- A one-time preparation fee of \$15 is added to any room in which tables and chairs are brought in by staff
- A \$35 impact fee is charged per day, per room for rentals serving food and beverage other than water
- Rescheduling of rental subject to \$10 processing fee

ADDITIONAL RENTAL INFORMATION

STANDARDS OF CARE

All rooms and amenities are shared by our community for a variety of activities. To help maintain a clean and enjoyable experience for everyone, we ask that all persons who use our rooms return them to their reset point and adhere to the posted Standards of Care that include things such as wiping down tables and chairs and removing excess trash at the end of the rental.

DECORATIONS

Most decorations are acceptable at the Redmond Community Center with the exception of limiting candles to one birthday candle, tethering all balloons, using only blue painter's tape (no tacks, pushpins, or staples) to hang decorations, and avoiding any type of glitter, confetti, or silly string.

SMOKING & ALCOHOL

Neither smoking nor alcohol are permitted on the facility's property.

CHECK-IN & CHECKOUT

- Upon arrival at the Redmond Community Center at Marymoor Village, you must check in at Guest Services.
- At the end of your event, you are responsible for cleaning and returning the room to its reset point in accordance with the Standards of Care posted in each room
- All cleaning supplies are provided
- At the end of your rental, you must checkout with Guest Services

REFUNDS & CANCELLATIONS

- Written notices received more than 30 days prior to the date of the event are eligible for a full refund, minus a \$10 cancellation fee
- Written notice received 30 days or less prior to the date of the event on the permit will receive no refund
- Rescheduling of rental subject to \$10 processing fee

WE ALSO OFFER...

Birthday Party Packages at the Community Center



Anderson Park Cabin Rentals



Picnic Shelters Rentals



Find out more:

- Visit redmond.gov/register
- Call 425.556.2300
- Email GuestServices@redmond.gov

